

TEACHERS COLLEGE

EMPLOYEE ACCIDENT REPORTING FORM

Instructions: This form is to be completed immediately by the Supervisor for all employee accidents and forwarded to Human Resources. **Complete as much information as possible - don't hold off reporting.**

EMPLOYEE/WITNESS INFORMATION

Name: _____ Date and Time of Incident: _____ / _____

Department/Division where employee works: _____

Witness: _____ Telephone # _____

Home Address: _____

Witness Statement:

Witness Signature _____ Date _____

FACTS OF ACCIDENT

Academic Halls:

- Zankel Building Thompson Hall Macy Hall Grace Dodge Hall Russell Hall
 Horace Mann Hall Thorndike Hall Gordon Campus (Theresa Hotel)

Residential Halls:

- Bancroft Hall Grant Hall Sarasota Hall Seth Low New Residence Hall Whittier Hall

Exact physical location of the incident: (be specific i.e., North staircase 2nd floor, outside room 309, etc):

What was staff member doing and how did incident occur: (What objects, substances, equipment or people were involved?)

What were the contributing factors or conditions?

If slip/fall incident describe employee footwear:

If injured, describe nature of injury **and** body part affected:

TREATMENT

Where was treatment provided? First Aid Hospital Emergency Room

If treated by hospital, please list hospital name, telephone number, and address:

Did employee leave work early day of incident? Yes No If yes, how many hours? _____

If known, please list dates of work days employee is expected to lose:

PREVENTION AND CORRECTIVE ACTION

In this situation, what can be done to prevent future accidents/incidents from occurring again? (Changes or improvements in equipment, procedures, personal protective equipment, additional training, etc.)

Type of corrective action initiated and date (including discipline if appropriate):

EMPLOYEE COMMENTS:

I UNDERSTAND THE ACTIONS THAT I CAN TAKE TO PREVENT REOCCURENCE OF THE INCIDENT.

Employee Signature _____ Date _____

SUPERVISOR COMMENTS:

Supervisor Signature _____ Date _____

Please be sure to complete all known information but don't hold these reports. Send report to Human Resources as soon as possible.